

# Destiny Reports

Title and Copy List

*(For Library and Textbooks)*

## The Title & Copy list:

- Select by...

### Library

Title  
Circulation Type  
Category  
Date Copies Added  
Date Title Added  
Date Title Updated  
**List (Resource list)**

### Textbook

**Title**  
Publisher  
Vendor  
ISBN  
Copy Category  
Default Budget Category  
Copy Budget Category  
Instructional Classification  
Subject

- List titles only or...

With all copies  
With available copies  
With checked out copies  
With copies loaned out  
With copies on hold  
With copies on order  
With copies out for repairs  
With copies in transit  
With "lost" copies

- Output as PDF or Microsoft Excel. (Textbooks, as PDF only)

## Example.

Produce a spreadsheet of Literature Circle titles with all copies and who has copies checked out.

- Copy call numbers have the prefix “LITCIRC”.

**Problem:** Selection by *Call Number* is not an option for this report.

**Solution:** Create a *Resource List*.

Title  
Circulation Type  
Category  
Date Copies Added  
Date Title Added  
Date Title Updated  
List

1. In *Catalog, Resource Lists* add a new resources list and *Save*.

Add a List

\*Name

Make this list Public locally ?

Make this list Public across the District

Description

\* Required Field

Save

Cancel

2. In *Catalog, Library Search*, click the *Number* tab. Search for the call # prefix *LITCIRC* only at Barsby.

Basic | Power | Visual | Copy Categories | **Number**

Find

Location

3. On the Search Results page, Click *Show All*, select your resource list, and click the *Add Page* button.

Searched Call Number for "LITCIRC". Searched in: John Barsby Community School. [Printable](#)

[Not what you're looking for? [Refine your search?](#)] Selected List: **LITCIRC** [Add Page](#)

Titles: 1 - 107 of 107 Sort By **Call Number** [Go](#) 1 2 3 4 5 [Show All](#)

**From the heart : real life stories of hope & inspiration** [Details](#) 3 of 3 available  
[Add to This List](#)

Call #: LITCIRC compiled by Gary Doi.  
Series: Inspiring hope ; 3  
Published 2015

Now that you have a resource list of the titles you want to include in your report you can proceed to *Reports*.

4. Go to *Reports, Library Reports* select *Title & Copy List*.

5. Make the following selections and *Run*.

List library titles & copies....

Select By **List** **LITCIRC**

Show Titles **With all copies**

Include  Categories  
 Circulation statistics

Output as **Microsoft Excel**

[Save Setup](#) [Run Report](#)

6. Refresh the *Report Manager* list and Click *View*.

7. Save and Open the resulting spreadsheet.

Once you have your spreadsheet open in Excel, you can remove unnecessary columns, remove unwanted rows, and sort your data by whichever field is most useful.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Call Numl	Title	Author	Standard Number	Barcode	Status	Due Date	Date Lost	Lost Fine	Status Responsible	Patron Barco	Patron Ty	Patron Site
35	LITCIRC	My time as Caz Haz	Kyi, Tanya Lloyd, 1973-	ISBN: 1-55143-319-2	BARS2841	Available							
36	LITCIRC	My time as Caz Haz	Kyi, Tanya Lloyd, 1973-	ISBN: 1-55143-319-2	BARS2841	Available							
37	LITCIRC	My time as Caz Haz	Kyi, Tanya Lloyd, 1973-	ISBN: 1-55143-319-2	BARS2842	Available							
38	LITCIRC	My time as Caz Haz	Kyi, Tanya Lloyd, 1973-	ISBN: 1-55143-319-2	BARS2842	Available							
39	LITCIRC	My time as Caz Haz	Kyi, Tanya Lloyd, 1973-	ISBN: 1-55143-319-2	BARS2847	Available							
40	LITCIRC	Every day	Levithan, David.	ISBN: 978-0-307-93188	BARS2692	Available							
41	LITCIRC	Every day	Levithan, David.	ISBN: 978-0-307-93188	BARS2692	Available							
42	LITCIRC	Tomorrow, when the	Marsden, John, 1950-	ISBN: 0-439-82910-0	BARS2693	Available							
43	LITCIRC	Tomorrow, when the	Marsden, John, 1950-	ISBN: 0-439-82910-0	BARS2693	Available							
44	LITCIRC	Tomorrow, when the	Marsden, John, 1950-	ISBN: 0-439-82910-0	BARS2693	Available							
45	LITCIRC	Tomorrow, when the	Marsden, John, 1950-	ISBN: 0-439-82910-0	BARS2693	Available							
46	LITCIRC	Tomorrow, when the	Marsden, John, 1950-	ISBN: 0-439-82910-0	BARS2694	Available							
47	LITCIRC	Tomorrow, when the	Marsden, John, 1950-	ISBN: 0-439-82910-0	BARS2695	Available							
48	LITCIRC	Snitch	McClintock, Norah.	ISBN: 1-55143-484-9 (p	BARS2836	Available							
49	LITCIRC	Snitch	McClintock, Norah.	ISBN: 1-55143-484-9 (p	BARS2836	Available							
50	LITCIRC	Snitch	McClintock, Norah.	ISBN: 1-55143-484-9 (p	BARS2836	Available							
51	LITCIRC	Snitch	McClintock, Norah.	ISBN: 1-55143-484-9 (p	BARS2836	Lost		2016-02-05	Payment pending	Hong, Ethan	P 1453759	Student	
52	LITCIRC	Touching Spirit Bear	Mikaelsen, Ben, 1952-	ISBN: 0-380-97744-3 (h	BARS2696	Available							
53	LITCIRC	Touching Spirit Bear	Mikaelsen, Ben, 1952-	ISBN: 0-380-97744-3 (h	BARS2696	Available							
54	LITCIRC	Touching Spirit Bear	Mikaelsen, Ben, 1952-	ISBN: 0-380-97744-3 (h	BARS2697	Available							
55	LITCIRC	Touching Spirit Bear	Mikaelsen, Ben, 1952-	ISBN: 0-380-97744-3 (h	BARS2697	Available							
56	LITCIRC	Touching Spirit Bear	Mikaelsen, Ben, 1952-	ISBN: 0-380-97744-3 (h	BARS2697	Checked C	2017-06-19 23:59:59.			Roy, Susan	SC3709	Staff	
57	LITCIRC	Nineteen eighty-four	Orwell, George, 1903-195	ISBN: 978-0-14-103614	BARS2697	Available							
58	LITCIRC	Nineteen eighty-four	Orwell, George, 1903-195	ISBN: 978-0-14-103614	BARS2696	Available							
59	LITCIRC	Nineteen eighty-four	Orwell, George, 1903-195	ISBN: 978-0-14-103614	BARS2692	Checked C	2017-06-12 23:59:59.			Laskosky, Rot	P 417332	Student	
60	LITCIRC	Home invasion	Polak, Monique.	ISBN: 1-55143-482-2	BARS2848	Available							
61	LITCIRC	Home invasion	Polak, Monique.	ISBN: 1-55143-482-2	BARS2848	Available							
62	LITCIRC	Home invasion	Polak, Monique.	ISBN: 1-55143-482-2	BARS2848	Available							
63	LITCIRC	Home invasion	Polak, Monique.	ISBN: 1-55143-482-2	BARS2848	Available							

*The Title & Copy List report can be used to report the status of all copies of a particular textbook whether they're checked out, lost, or available.*

1. Go to *Reports, Textbook Reports, Title & Copy List*.
2. Select & sort by Title...

*If selecting by title, remember to include an end string.*

**List textbook titles & copies....**

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Select & sort by **Title** from **Pathways** to **Pathwayt**

Include Teachers' Editions  
 Include Resource Kits

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Show Titles **With all copies**

Include Conditions  New  Good  Fair  Poor  Unusable

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Include the following information  Default Budget Category  
 Grade Level  
 Instructional Classification

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**Save Setup** **Run Report**

### 3. Refresh the *Report Manager* list and Click *View*.

**Pathways : civilizations through time**  
 Author: Cranny, Michael William, ISBN: 978-0-13-280485-1 Edition: 2nd ed.  
 Replacement Price: --

**Copy Info:**

Total (Unbarcoded)	Available	Checked Out	Loaned Out	On Order	Out for Repairs	Incoming Transfers	Lost
132 (0)	26	99	0	0	0	0	7

**Conditions:**

New	Good	Fair	Poor	Unusable
132	0	0	0	0

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**Copies Available: 26**

Copies Available: 26	Condition
NDSS43429	New
NDSS43435	New
NDSS43436	
NDSS43438	
NDSS43439	
NDSS43445	

*Lists copies available...*

**Copies Checked Out: 99**

Copies Checked Out: 99	Condition
NDSS43425 Checked out to Cook, Gerry (Student: P 2031379) Due 1/16/2017	New
NDSS43426 Checked out to Gilbert, Paige Victoria (Student: P 629178) Due 1/16/2017	New
NDSS43428 Checked out to Seigel, Chloe Anna (Student: P 586694) Due 6/10/2017	New
NDSS43430 Checked out to Reetham-Clayton, Maddy Nora (Student: P 585819) Due 6/10/2017	New
NDSS43432 Checked out to Stritzel, Jenna Marie (Student: P 565320) Due 6/10/2017	New
NDSS43434 Checked out to Doumont, Tyson David Lennard (Student: P 568926) Due 6/10/2017	New
NDSS43437 Checked out to Larsen, Hannah Zoe (Student: P 594170) Due 6/10/2017	New
NDSS43441 Checked out to Byrnes, Brianna Kymberly (Student: P 685287) Due 6/10/2017	New
NDSS43442 Checked out to Finner, Mitchell William (Student: P 566168) Due 6/10/2017	
NDSS43444 Checked out to Collery, Aidan Thomas (Student: P 664234) Due 6/10/2017	
NDSS43447 Checked out to Payne, Quinn Joseph (Student: P 678783) Due 6/10/2017	
NDSS43448 Checked out to Bartleman, Hailee Jade (Student: P 567762) Due 6/10/2017	
NDSS43453 Checked out to Peters, Chadia Michael (Student: P 616770)	

*... copies checked out, and to whom...*

**Copies Lost: 7**

Copies Lost: 7	Condition
NDSS43431 Lost on 11/22/2016 by St. Louis, Danika Jean (Student: P 889394) - fine was satisfied	New
NDSS43433 Lost on 5/6/2016 by Wiswell, Morgan (Student: P 2024365) - payment pending	New
NDSS43440 Lost on 6/25/2015 by Wesley, MarkAnthony (Student: P 663476) - fine was satisfied	New
NDSS43464 Lost on 6/25/2015 by Salseemaston, Nelson Trey (Student: P 432734) - fine was satisfied	New
NDSS44793 Lost on 6/25/2015 by Trepanier, Maclain Gerald (Student: P 682017) - payment pending	New
NDSS44794 Lost on 4/10/2015 by Hanson, Brayden Alexander (Student: P 444569) - payment pending	New
NDSS48296 Lost on 3/1/2016 by Charleson, Carlin Francis Eugene (Student: P 682090) - fine was satisfied	New

*...lost copies with billing details.*

**List Totals - Titles Listed: 2**

Replacement Price: --

**Copy Info:**

Total (Unbarcoded)	Available	Checked Out	Loaned Out	On Order	Out for Repairs	Incoming Transfers	Lost
135 (0)	29	99	0	0	0	0	7

**Conditions:**

New	Good	Fair	Poor	Unusable
135	0	0	0	0